

COUNCIL AGENDA

MONDAY, 15 FEBRUARY 2016



GLENORCHY CITY COUNCIL

* *The General Manager certifies that the reports contained in this Agenda have been written by qualified persons under Section 65 of the Local Government Act 1993.*

Hour: 3.00 p.m.

Present:

In attendance:

Leave of Absence:

**Workshops held since
last Council Meeting**

Date: Monday, 1 February 2016

Purpose: To discuss:

- Tasmanian Fire Service – Bushfire Mapping

TABLE OF CONTENTS:

1.	APOLOGIES	4
2.	CONFIRMATION OF MINUTES	4
3.	ANNOUNCEMENTS BY THE CHAIR	4
4.	PECUNIARY INTEREST NOTIFICATION	4
5.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	4
6.	PUBLIC QUESTION TIME (15 MINUTES).....	4
7.	PETITIONS/DEPUTATIONS.....	4

COMMUNITY	5
8. ANNOUNCEMENTS BY THE MAYOR.....	6
9. PARKING STRATEGY WORKING GROUP - TERMS OF REFERENCE	8
10. KGV SKATE PARK	11
11. REQUEST TO USE COUNCIL'S COAT OF ARMS.....	14
GOVERNANCE	16
12. CHANGES TO PLANNING LEGISLATION AND DEVELOPMENT OF DRAFT PROVISIONS FOR TASMANIAN PLANNING SCHEME	17
13. COUNCIL POLICIES	23
14. GCC COMMENTS ON BUILDING BILL 2015.....	25
15. ACTIONS LIST - UPDATE REPORT	32
16. NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE	33
16.1 QUESTION ON NOTICE 1 - ALDERMAN K. JOHNSTON	33
16.2 QUESTION ON NOTICE 2 - ALDERMAN K. JOHNSTON	35
16.3 QUESTION ON NOTICE 3 - ALDERMAN K. JOHNSTON	36
16.4 QUESTION ON NOTICE 4 - ALDERMAN K. JOHNSTON	37
16.5 QUESTION ON NOTICE 1 - ALDERMAN J. DUNSBY	39
16.6 QUESTION ON NOTICE 2 - ALDERMAN J. DUNSBY	41
16.7 QUESTION ON NOTICE 4 - ALDERMAN J. DUNSBY	43
16.8 QUESTION ON NOTICE 5 - ALDERMAN J. DUNSBY	44
16.9 QUESTION ON NOTICE 6 - ALDERMAN J. DUNSBY	45
16.10 QUESTION ON NOTICE 7 - ALDERMAN J. DUNSBY	47
16.11 QUESTION ON NOTICE 1 - ALDERMAN M. STEVENSON	48
16.12 QUESTION ON NOTICE 2 - ALDERMAN M. STEVENSON	50
16.13 QUESTION ON NOTICE 3 - ALDERMAN M. STEVENSON	52
16.14 QUESTION ON NOTICE 6 - ALDERMAN M. STEVENSON	54

16.15	QUESTION ON NOTICE 7 - ALDERMAN M. STEVENSON	56
16.16	QUESTION ON NOTICE 8 - ALDERMAN M. STEVENSON	58
16.17	QUESTION ON NOTICE 9 - ALDERMAN M. STEVENSON	59
16.18	QUESTION ON NOTICE 10 - ALDERMAN M. STEVENSON	60
16.19	QUESTION ON NOTICE 12 - ALDERMAN M. STEVENSON	62
16.20	QUESTION ON NOTICE 13 - ALDERMAN M. STEVENSON	64
16.21	QUESTION ON NOTICE 14 - ALDERMAN M. STEVENSON	66
16.22	QUESTION ON NOTICE 16 - ALDERMAN M. STEVENSON	67
16.23	QUESTION ON NOTICE 17 - ALDERMAN M. STEVENSON	69
16.24	QUESTION ON NOTICE 18 - ALDERMAN M. STEVENSON	70
	CLOSED TO MEMBERS OF THE PUBLIC	71
17.	APPLICATIONS FOR LEAVE OF ABSENCE.....	71
	GOVERNANCE	71
18.	TASWATER QUARTERLY REGIONAL BRIEFING TO THE OWNERS' REPRESENTATIVES	71
19.	ACTIONS LIST - UPDATE REPORT	71
20.	NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE (CLOSED)	72
20.1.	QUESTION ON NOTICE 5 - ALDERMAN K. JOHNSTON	72
20.2.	QUESTION ON NOTICE 3 - ALDERMAN J. DUNSBY	72
20.3.	QUESTION ON NOTICE 4 - ALDERMAN M. STEVENSON	72
20.4.	QUESTION ON NOTICE 11 - ALDERMAN M. STEVENSON	72
20.5.	QUESTION ON NOTICE 5 - ALDERMAN M. STEVENSON	73
20.6.	QUESTION ON NOTICE 15 - ALDERMAN M. STEVENSON	73

1. APOLOGIES

2. CONFIRMATION OF MINUTES

That the minutes of the Council Meeting held on 25 January 2016 be confirmed.

3. ANNOUNCEMENTS BY THE CHAIR

4. PECUNIARY INTEREST NOTIFICATION

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

6. PUBLIC QUESTION TIME (15 MINUTES)

7. PETITIONS/DEPUTATIONS

COMMUNITY

8. ANNOUNCEMENTS BY THE MAYOR

Author: Mayor Kristie Johnston
Qualified Person: General Manager (Peter Brooks)
ECM File Reference: Mayoral Announcements

Community Plan Reference:

Under the City of Glenorchy Community Plan 2015 – 2040, the Community has prioritised ‘transparent and accountable government’.

Strategic or Annual Plan Reference:

Annual Plan Reference *4.2.4.03 Implement the Governance Strategy*.

Reporting Brief:

To receive the announcement of events by the Mayor.

Proposal in Detail:

The following is a list of events the Mayor has attended during the period 22 January to 9 February 2016.

Friday, 22 January 2016

- Attended an Australia Day and Citizenship Ceremony meeting

Monday, 25 January 2016

- Attended a meeting with Mayor Doug Chipman
- Chaired the Council meeting

Tuesday, 26 January 2016

- Presided over the Australia Day Citizenship Ceremony and Announcement of the 2016 Citizen and Young Citizen of the Year
- Attended and participated in the Great Claremont Precinct Australia Day Community Event and Great Australian Pollie Dash
- Attended the Citizens of the Year Group Australia Day Dinner

Wednesday, 27 January 2016

- Attended a meeting with business representatives
- Attended a meeting with a resident

Thursday, 28 January 2016

- Attended the Greater Glenorchy Community Precinct meeting

Friday, 29 January 2016

- Attended the GASP Board meeting
- Attended a meeting with the Minister for Infrastructure, Rene Hidding, and CEO of Infrastructure Tasmania, Allan Garcia

Sunday, 31 January 2016

- Attended the Heart 107.3 Reception at the Red Hot Summer Tour at Tolosa Park

Monday, 1 February 2016

- Attended a meeting with a resident
- Chaired the Council workshop

Wednesday, 3 February 2016

- Attended the LGAT Breakfast Forum
- Attended the Rail Corridor Working Group meeting
- Attended the Glenorchy U3A Morning Tea

Thursday, 4 February 2016

- Attended a meeting with a resident
- Attended the Great Claremont Precinct meeting

Sunday, 7 February 2016

- Attended the Racing Mass at St John's Church

Tuesday, 9 February 2016

- Attended an interview with the Glenorchy City Council Board of Inquiry
- Attended the Moonah and Glenorchy Business Association Committee Meeting

Numerous internal meetings and administrative duties were also undertaken.

Consultations:

Nil.

Human Resource / Financial and Risk Management Implications:

Nil.

Community Consultation and Public Relations Implications:

Nil.

Recommendation:

That Council:

1. RECEIVES the announcements about the activities of the Mayor's office for the period 22 January to 9 February 2016.

Attachments/Annexures

9. PARKING STRATEGY WORKING GROUP - TERMS OF REFERENCE

Author: Transport Engineer (Amir Mousavi)
Qualified Person: Director City Services & Infrastructure (Emilio Reale)
ECM File Reference: Parking Working Group

Community Plan Reference:

Making lives better

The city is well-connected by extensive and well-maintained walking and bike paths, public transport and road networks.

Strategic or Annual Plan Reference:

3.2.3 *Deliver services that create sustainable and liveable built environments.*

Reporting Brief:

The purpose of this report is to seek Council's endorsement for the terms of reference associated with the Parking Strategy Working Group.

Proposal in Detail:

A notice of motion in relation to cash-in-lieu for car parking was discussed at the Council meeting of 10 June 2014, following a question raised at an earlier meeting of the Glenorchy Planning Authority about the revenue actually generated by the cash-in-lieu car parking policy as against the potential for the policy to be a disincentive for commercial development. At the June Council meeting, it was resolved that:

"Council provide a report on current Car parking strategy in the City commercial precincts including:

- The present parking strategy for the future of the city, and any proposed changes.*
- Detail Cash-In-Lieu payments in Commercial areas, Glenorchy precinct, Moonah and Claremont – including total fees collected and numbers of spaces-in-lieu by year since the year 2000.*
- Any feedback received from developers.*
- How application of this policy and fee levels relate to the Regional Planning scheme.*
- A schedule of fee rates for all Southern councils."*

Subsequent to the Council resolution, detailed information in relation to the status of the cash-in-lieu policy for car parking and how the current policy is being applied to development applications was provided to Aldermen in the Council workshop of 30 March 2015. Feedback from Aldermen suggested that the current car parking strategy should be reviewed rather than reviewing the cash-in-lieu policy in isolation.

It should be noted that the current car parking strategy for Glenorchy, titled the '*Commercial Precinct Car Parking Plan*', was initially drafted by a "Parking Strategy Working Group" and was adopted by Council at the meeting of 8 November 2010.

Following the Council workshop, a report presented to Council recommending that the working group be re-established to review the car parking strategy. The suggested members of the working group were as follows:

- 1 Alderman
- General Manager
- Transport Engineer
- Coordinator Parking & Compliance
- Coordinator Planning Services
- Development Engineer
- Manager City Strategy and Economic Development
- Interested Business Community Stakeholders (e.g. Moonah Business Community and Moonah Glenorchy Business Association)

It was also suggested that the terms of reference associated with the working group be developed by the group members at the first meeting.

At the Council meeting of 9 June 2015, it was resolved that the Parking Strategy Working Group be re-established to review Council's car parking strategy and that Council call for nominations from Aldermen to fill one position on the working group.

The first meeting of the working group was re-convened at 15 July 2015. Based on discussions in the first meeting of the working group, the attached terms of reference associated with the Parking Strategy Working Group (named as 'Committee Detail Sheet') was developed (refer to **Attachment 1**) considering all comments from the working group members.

It is expected that the new Glenorchy Parking Strategy will be developed within approximately eight (8) months after the endorsement of the terms of reference by Council. An action plan will also be prepared subsequent to the approval of the new Glenorchy Parking Strategy.

It is recommended that the terms of reference associated with the Parking Strategy Working Group be endorsed by Council so that the Group can operate and function under those Terms.

Consultations:

ELT

Parking Strategy Working Group members

Human Resource / Financial and Risk Management Implications:

The working group will include one Alderman, General Manager and key staff such as Transport Engineer, Coordinator Parking & Compliance, Coordinator Planning Services, Development Engineer and Manager City Strategy and Economic Development. Representatives from interested business community stakeholders such as Moonah Business Community and Moonah Glenorchy Business Association will also be included to the working group once the terms of reference has been endorsed by Council.

Community Consultation and Public Relations Implications:

It is considered that no community consultation is required for the strategy development phase of this proposal. Consultation will initially be conducted with the interested business community stakeholders through their representatives in the working group.

Recommendation:

That Council:

ENDORSES the Terms of Reference for the Parking Strategy Working Group so that the Group can operate and function under those Terms.

Attachments/Annexures

- 1 Attachment 1 - Parking Strategy Working Group - Committee Detail Sheet

10. KGV SKATE PARK

Author: Manager Legal and Property (Kim Hudson)
Qualified Person: Director Corporate Governance & General Counsel (Seva Iskandarli)
ECM File Reference: KGV Skate Park

Community Plan Reference:

2.1.2 Develop strategies to maintain and improve the use of parks, public open spaces, sports grounds, public amenities and recreation facilities in line with the Council's Sport and Recreation Strategy.

Strategic or Annual Plan Reference:

- 3.1.3.12 Deliver the capital works program for roads, stormwater and Council property, parks and reserves.
- 4.1.2 Ensure Council is open and transparent in its communication and dealings with our communities.
- 4.2.1.9 Deliver capital and maintenance work operations in accordance with leading practice, service level standards and asset management guidelines.

Reporting Brief:

This Report is to update the Council on the progress of the design and construction of a new Skate Park within the City of Glenorchy (at a location to be determined) pursuant to a Grant Deed dated 15 June 2015.

Proposal in Detail:

Under a grant funding agreement with the State Government (Department of Health and Human Services) dated 15 June 2015, Council was provided with \$250,000 to relocate and construct a new skate park due to the decommissioning of the existing Skate Central located at the old Anglicare building at 404-408 Main Road, Glenorchy.

After consultation and research, it was concluded the new location of the Skate Park is to be within the KGV Sports and Recreation Precinct (shown by **Attachment 1** and described as being in the land corridor between the Y.M.C.A. and the Cresswell Beakley Grandstand) at No. 1 Anfield Street, Glenorchy.

Council officers are additionally in discussions with TasRail to licence part of the adjoining rail corridor to install lawn and plantings to improve the visual amenity of the area.

The design and planning documentation for the construction of the skate park has been finalised and submitted to the Planning Authority as a discretionary application for approval. The design plan for the skate park is included with this report as **Attachment 2**.

The design is described as a 'skate street park' where as the existing facility was more akin to a skateboarding facility. The design incorporates a variety of other passive recreational uses to the area, and is envisaged to be an enhancement to the overall sports and community facilities within the KGV Precinct.

Upon receipt of Planning Approval, the next stage is to finalise construction documentation for the purposes of tendering of the project.

Consultations:

Council officers completed the following internal consultation:

Manager Legal & Property

Property Design Coordinator

Director Corporate Governance & General Counsel

Human Resource / Financial and Risk Management Implications:

Human Resources - Council staff will facilitate the process to obtain Planning Approval and continue with the design and construction of the skate park in accordance with the requirements of the Grant Deed.

Financial - \$250,000 in grant funding has been provided. It is estimated that the amount to be spent on the construction will be the full \$250,000.

Risk Management – At the current time, risk is being managed by continuing consultation and design refinements.

Community Consultation and Public Relations Implications:

Community consultation has been conducted with a wide range of users and interested parties by Council's Community Development and Legal and Property departments, including:

- Southern Tasmanian Skate Board Association
- Attending a skate event at Tolosa Park to consult with members of the public
- Jimmy Skate and Street
- "She Shreds Girls Skate Crew"
- Rosny Skate Park designers
- Y.M.C.A. – National skating liaison officer

The feedback received to date from the public and stakeholders can be summarised as follows:

- The proposed skate park will not compete with major skate parks like Rosny or Elizabeth College. It should be however a popular addition to the Glenorchy CBD by skaters in the area, including experienced skaters.
- The skate park is geared to beginner and intermediate skaters.
- Vert ramps and bowls were popular in former decades, but not so much in contemporary times.
- That Council should concentrate efforts on 'the transition of skating manoeuvres' to cater for contemporary skating.
- Skate parks are vulnerable to graffiti, and methods should be employed to reduce the impact of graffiti including surface treatment of hard surfaces.

As a result of the feedback, the design and detail has been altered to best meet these expectations. Council staff will continue to conduct consultation meetings with stakeholders to further develop the skate park design.

Recommendation:

That Council:

RECEIVES and notes the update on the relocation and construction of the Skate Park.

Attachments/Annexures

- 1** KGV Skate Park - Site Plan
- 2** KGV Skate Park - Sketches

11. REQUEST TO USE COUNCIL'S COAT OF ARMS

Author: General Manager (Peter Brooks)

Qualified Person: General Manager (Peter Brooks)

ECM File Reference: GCC Coat of Arms

Community Plan Reference:

Not applicable

Strategic or Annual Plan Reference:

Not applicable

Reporting Brief:

To consider a request for permission to use the Glenorchy City Coat of Arms by a member of the community.

Proposal in Detail:

Council has received a letter from Mr. Jack Allen requesting the use and a decal of Glenorchy City Council's 'Coat of Arms'.

Under section 336(3) of the *Local Government Act 1993*, 'a person must not use or display the arms of a council without its approval'.

The General Manager's delegation with respect to Council's 'Coat of Arms' is as follows:

No. 53 Council's Arms as per Section 336 of the Local Government Act may be used at the discretion of the General Manager and the General Manager report back via the Briefing Report on each occasion the General manager exercises this delegation.

Mr. Allen has strong community connections especially with the City of Glenorchy Lions Club, but he has expressed that this request is nothing to do with the Lions Club but from him as a resident of Glenorchy.

Mr. Allen advises that in 1975 he visited his brother, who was living in Germany, and on his departure Mr. Allen's brother and his wife presented Mr Allen and his wife with a wooden plate with the Town/City Coat of Arms: 'Bad Hersfeld'.

Mr. Allen is returning to Germany (Munich) in April 2016 where his brother's family now live and would like to return the gesture with a wall Plate, being made for him by Mr. Beres Taylor. If Mr Allen was able to receive a Glenorchy Coat of Arms it will be placed in the centre of the plate with wording round the rim, carried out by Signerite of Derwent Park.

Mr. Allen assures Council that if this request is granted it will not be used for commercial use. It is just a gift from him to his brother's family.

Recommendation:

That Council:

NOTES the General Manager has exercised his delegation with respect to the Council's Coat of Arms, by the General Manager granting permission for Mr. Jack Allen to use Council's Coat of Arms for the purpose of a commemorative wall plate and that Mr. Allen has been provided with the decal of the Council's Coat of Arms for this purpose.

Attachments/Annexures

Nil.

GOVERNANCE

12. CHANGES TO PLANNING LEGISLATION AND DEVELOPMENT OF DRAFT PROVISIONS FOR TASMANIAN PLANNING SCHEME

Author: Strategic Planner (Lyndal Byrne)
Qualified Person: Director, City Services and Infrastructure (Emilio Reale)
ECM File Reference: Planning Scheme Review

Community Plan Reference:

City of Glenorchy Community Plan 2015-2040

Community Goals: Building image and pride.
Making lives better.
Valuing our environment.
Open for business.
Leading our community.

Strategic or Annual Plan Reference:

Glenorchy City Council Strategic Plan 2013-18 (Interim)

Strategic plan intent: Valuing our environment.

Objective 3.2: Create liveable built environments and sustainably manage our natural and built environments.

Strategy 3.2.2: Deliver services that sustainably manage our natural environments.

Strategy 3.2.3: Deliver services that create sustainable and liveable built environments.

Strategic plan intent: Leading our community

Objective 4.1: Manage our resources to achieve community outcomes.

Strategy 4.1.2: Ensure Council is open and transparent in its communication and dealings with our communities.

Glenorchy City Council Annual Plan 2015-16 to 2018-19

Action 2.1.2.01: Progress the Interim Planning Scheme to a Planning Scheme to a single State-wide Planning Scheme.

Action 3.1.3.06 Plan for the sustainable development of the City, ensuring compliance with the planning scheme and community involvement in the planning process.

Reporting Brief:

To provide an overview and update on:

- Recent amendments to the *Land Use Planning and Approvals Act 1993* (LUPAA)

that introduce legislation for the single Tasmanian Planning Scheme.

- Progress on the development of the Draft Tasmanian Planning Scheme provisions.

Proposal in Detail:

Background

The State Government's decision to introduce a single state-wide planning scheme has required changes to planning legislation and the preparation of draft scheme provisions.

Changes to the LUPAA were passed by Parliament in December 2015, and a draft version of the Tasmanian Planning Scheme, prepared by the State Government's Planning Reform Taskforce, was provided to local Councils on 23 December 2015 for informal comment.

Amendments to the *Land Use Planning and Approvals Act 1993 (LUPAA)*

The *Land Use Planning and Approvals Amendment (Tasmanian Planning Scheme) Act 2015* modifies LUPAA to introduce the State Planning Provisions and Local Planning Provision of the Tasmanian Planning Scheme and identify the public consultation process to consider these new provisions.

The legislation provides for:

- The introduction and development of State Planning Provisions by the Minister or the Tasmanian Planning Commission (TPC) at the direction of the Minister.
- The introduction and development of a Local Provisions Schedule by Councils for their respective municipal areas.
- Processes for exhibiting the State and Local provisions.

The State Provisions will be exhibited first, and once they are approved each Council can prepare its Local Provisions Schedule. The Local provisions must be approved for exhibition by the TPC.

- A public exhibition timeframe for both the State and Local provisions of 60 days is required and anyone will be able to make a submission on the proposed controls.
- Representations on the State and Local provisions to be considered by the TPC in their assessment of the respective provisions.

The TPC *may* hold a hearing on the representations received on the State Planning Provisions and *must* hold a hearing on the Local Planning Provisions.

- The new planning scheme to come into operation only after the Local Provisions Schedule has been approved.

It is possible that the consideration of the State Provisions and development and assessment of Local provisions could take up to 18 months. During this time the Glenorchy Interim Planning Scheme 2015 (GIPS 2015) will continue to operate. This process differs from the introduction of the southern Tasmanian interim

planning schemes, which came into operation first and were then publically exhibited.

- The review of both the State and Local provisions every five (5) years.
- Provisions on how the State and Local provisions can, once formally approved, be amended and relevant exhibition and assessment processes to consider.

Consideration of amendments to the Local Provisions Schedule, such as the rezoning of land, will be similar to the current process for the assessment of a planning scheme amendment.

- Existing uses of land will continue to be preserved when the Tasmanian Planning Scheme comes into effect.

The processing of planning permit applications remains the same – there are no changes to the way applications are advertised, how Councils make decisions or appeal rights. The State Government had originally sought to reduce the time frames for assessment of permitted planning permit applications from 28 days to 21 days as part of the legislative changes. The majority of local governments objected to this change due to resourcing impacts and statutory referral requirements and the change was not supported.

Draft State Planning Provisions

The Minister for Planning and Local Government provided Council with a copy of the draft State Planning Provisions on 23 December 2015 asking for informal feedback on the provisions by 5 February 2016. Given these time frames, Council officers have provided feedback to the Minister. When the formal consultation process occurs, a report will be prepared for Council consideration.

The key issues raised by Council officers were:

- The draft provisions do not appear to meet the sustainability objectives of LUPAA

The draft provisions are a significant shift from existing planning schemes. Current schemes identify where development is appropriate and where it is not, they consider the best use of the land whether it is for conservation, residential or commercial use seeking to achieve a balanced and sustainable approach to land use management.

The draft provisions provide broad use options with a focus on when development occurs, how it should be managed. There are limited opportunities (with the loss of the Environmental Living Zone and unclear but possible restriction of the Environmental Management Zone to public land only and significant weakening of vegetation controls) to *promote the sustainable development of natural and physical resources and the maintenance of ecological processes and genetic diversity*. The draft provisions are development led and they do not provide a balanced approach to resource management.

- Lack of guidance to implementation

No 'manual' was released with the draft provisions on how/where zones and codes can be applied. Many matters currently considered by planning have been

omitted and it is understood that they will be addressed under future changes to other legislation (e.g. stormwater management, building regulations on development in bushfire prone areas).

However without seeing these new regulations it is impossible to confirm whether their removal from the planning scheme is appropriate.

- Significant resourcing cost

The introduction of the new provisions represents a significant resourcing impact. The removal of some zones and significant modification to others will mean full reassessment of land to consider appropriate zones and the application of Codes. It is also unclear whether Specific Areas Plans already developed and forming part of the GIPS 2015 will be able to be directly translated into the new provisions or will require future work. Another change to the planning controls is also likely to cause significant frustration within the community.

- Significant broadening of range of uses and potential for land use conflicts

The revised zones permit a much broader range of uses - for instance more business uses are permissible in industrial zones and more industrial uses are permissible in business zones. This is likely to cause significant land use conflicts between existing and new uses, along with the potential to severely erode industrial development opportunities as commercial businesses seek cheaper land in industrial areas.

The ability for uses such as Bulky Goods Sales, Storage, and Service industry to establish in business zones is likely to reduce the amenity of the City's key business/retail centres and diminish their ability to become more walkable and active areas if land is used for vehicle sales, trade centres, panel beaters and wholesale storage. Such uses are supported in Glenorchy however they need to be located in areas with similar land use needs and impacts.

Further the similarity between business zones (the proposed Local Business, General Business and Central Business Zones are basically identical) will erode the existing retail hierarchy and may result in negative amenity impacts on residents abutting smaller local centres.

- Limited opportunities to protect conservation areas and the Glenorchy Skyline

While not clear, it appears that the Environmental Management Zone can only be applied to public land and the new provisions do not include an Environmental Living Zone. A Landscape Conservation Zone is proposed in the new draft provisions however it focuses on the visual impacts of vegetation loss on large lots rather than ecological and biodiversity values. There are also significant exemptions for vegetation clearance and limitations on the type of vegetation that can be protected under the new Natural Assets Code and Scenic Landscape Code.

- Significant formatting and editing errors leading to inconsistencies and interpretation flaws

The Minister has indicated that he expects the draft State Planning Provisions will be released for formal consultation in February 2016. Council will have 60 days to provide comments.

The Panel hearing for representations on the GIPS 2105 occurred on 4 and 5 February 2016 (this officer report was prepared prior to the hearing). The Panel has three (3) months to make any recommendations on the GIPS 2015. These time frames will make it difficult for Council to provide feedback on operational issues identified in the GIPS 2015 and resolved at the panel that may be relevant to the draft planning provisions.

Local Councils will develop their own Local Provisions Schedule and will continue to administer all of the planning controls that apply to their local area.

Consultations:

This consultation process on the State Planning Provisions will be run by the TPC. A report seeking Council endorsement of concerns raised during this process will be provided.

Once the State Planning Provisions are approved, Council will be required to develop a Local Provisions Schedule and undertake its own consultation process on the new controls. Any representations received will be considered by the TPC as part of the assessment of the Local Provisions Schedule.

Human Resource / Financial and Risk Management Implications:

The Planning Scheme Review project is now managed within the Planning Services program budget.

From a risk management perspective, the major risk relates to complexity of the number of processes which are occurring in planning at this time. The new State Planning Provisions are likely to be released for public consultation prior to any of the issues raised in the exhibition of the GIPS 2015 being determined by the TPC. This has the potential to cause confusion in the process and 'consultation fatigue'.

Council resources will again be required to develop the Local Provisions Schedule, when significant resources were required to develop the interim planning schemes which only came into operation in mid 2015 and are still being reviewed.

Community Consultation and Public Relations Implications:

Exhibition of the new state-wide planning provisions will be undertaken in accordance with the statutory requirements of LUPAA.

Recommendation:

That Council:

NOTES the recent amendments to the *Land Use Planning and Approvals Act 1993* that introduce legislation for the single Tasmanian Planning Scheme and progress on the development of the Draft Tasmanian Planning Scheme provisions.

Attachments/Annexures

Nil.

13. COUNCIL POLICIES

Author: Manager Governance & Risk (Simon Scott)
Manager - Environment & Development (Paul Garnsey)

Qualified Person: Director, Corporate Governance & General Counsel (Seva Iskandarli)

ECM File Reference: Council Policies

Community Plan Reference:

Under the City of Glenorchy Community Plan 2015 – 2040, the Community has prioritised ‘transparent and accountable government’.

Strategic or Annual Plan Reference:

Annual Plan Reference *4.2.4.03 Implement the Governance Strategy*.

Reporting Brief:

This report is to seek Council’s adoption of a revised ‘Event Management Policy’ and the rescission of two (2) obsolete Council policies: ‘Format of Officers Reports’ and ‘Disposal of Clinical and Related Waste’.

Proposal in Detail:

This Report follows the Aldermanic Workshops (25 May and 12 October 2015) in which Management presented to Council the current and proposed actions with respect to the ongoing Council Policy review.

With respect to the ‘Event Management Policy’ (see Attachment 1), this policy provides clarity and consistency with respect to the assessment of applications for a Place of Assembly licence under section 75 of the *Public Health Act 1997*. This policy has been amended from the current version to include a contemporary workflow and better clarity around the origins of some of the definitions.

With respect to the ‘Format of Officers Reports’ and ‘Disposal of Clinical and Related Waste’ policies, Management have reviewed these in light of the adopted Council Policy and Procedure Framework and have determined these to be obsolete and capable of being rescinded (Attachments 2 and 3). The ‘Format of Officers Reports’ policy will be rewritten as a procedure in line with the InfoCouncil update project and the ‘Disposal of Clinical and Related Waste’ policy has never been used for over six years by Waste Services.

Consultations:

The Executive Management Team and their respective Departmental Managers were consulted and provided input into the aforementioned policies.

Human Resource / Financial and Risk Management Implications:

There are no human resources or financial implications.

Risk Identification	Consequence	Probability	Rating	Risk Mitigation Treatment
If identified policies are not either adopted or rescinded as recommended, then governance control effectiveness is less optimal	Minor	Almost Certain	Medium	Council adopt "Event Management Policy" and rescinds 'Format of Officers Reports' and 'Disposal of Clinical and Related Waste' policies

Community Consultation and Public Relations Implications:

Nil.

Recommendation:

That Council:

1. ADOPTS the 'Event Management Policy', as attached, to provide for the clarity and consistency with respect to the assessment of applications for a Place of Assembly licence under section 75 of the *Public Health Act 1997*.
2. APPROVES the rescission of the 'Format of Officers Reports' and 'Disposal of Clinical and Related Waste' policies.

Attachments/Annexures

- 1 Draft Event Management Policy (February 2016)
- 2 Format of Officers Reports Policy (October 2005)
- 3 Disposal of Clinical and Related Waste Policy (February 2009)

14. GCC COMMENTS ON BUILDING BILL 2015

Author: Manager - Environment & Development (Paul Garnsey)

Qualified Person: Director City Services and Infrastructure (Emilio Reale)

ECM File Reference: Building Act

Community Plan Reference:

This item discusses a corporate management/governance issue. Since the Community Plan is outwardly focussed, there is no applicable reference to this matter.

Strategic or Annual Plan Reference:

The strategic and annual plans are based upon the Community Plan which is outwardly focussed. Since this item discusses a management/governance issue there is no applicable reference to this matter.

Reporting Brief:

In December 2014 the Department of Justice initiated a review of the Tasmanian Building Regulatory Framework and since then a series of consultation, discussion and position papers have been released. Final submissions closed in January 2015 and the comments received have informed 53 recommended changes to the legislation.

The proposed changes will reduce Council revenue based on Building and Plumbing fees received in its current structure and are likely to increase compliance and enforcement obligations.

This report provides both a summary of the proposed new building legislation (*Building Bill 2015*, *Occupational Licensing Amendment Bill 2005*) and a detailed response to various individual sections of those *Bills*.

Proposal in Detail:

In February 2014 the State Government announced a comprehensive review of the Tasmanian Building Regulatory Framework. Since that time Council has been advised of proposed changes to building legislation by the Department of Justice (DoJ).

In July 2014 the DoJ released the Review of the Tasmanian Building Regulatory Framework – Consultation Paper and Issues Paper asking for stakeholder feedback and comment.

In December 2014 the Review of the Tasmanian Building Regulatory Framework – Position Paper was released for stakeholder feedback and comment. Council submitted a response using the response paper provided and commented where appropriate. A copy of that response was also forwarded to LGAT.

On the 25th November 2015 the DoJ released version 4 of the *Building Bill 2015* and *Occupational Licensing Amendment Bill 2015* along with explanatory documentation of the changes. The *Building Bill 2015* is proposing sweeping changes with a new approach to building and plumbing approvals based on risk. Also released for feedback was the draft Directors Determinations (Director of Building Control) which details the risk categories for building and plumbing work. The DoJ has since advised, on the release of the *Building Bill 2015* that changes have subsequently been identified and version 4 is not the final version to be tabled in Parliament.

The *Occupational Licensing Amendment Bill 2015* is designed to move the accreditation of building practitioners under the current *Building Act 2000* to a licensing regime under the *Occupational Licensing Act 2005*. Currently in Tasmania, plumbers, gasfitters and electricians are licensed under the *Occupational Licensing Act 2005* (OLA 2005). A new proposal that will affect Council will be licensing of permit authorities. A Council permit authority will be required to hold a “*Building Services licence*”. This means a General Manager may only appoint a person who holds a licence under the OLA 2005 that authorises the person to perform the functions and exercise the powers of a permit authority.

The *Building Bill 2015* proposes sweeping changes to the current legislation. The proposal will introduce categories of building and plumbing work (based on risk) that will not require a building permit or a plumbing permit. There are 4 categories of risk applied to work as follows: -

- Category 1 is work an owner can do;
- Category 2 is non-notifiable building and plumbing work that must be undertaken by a licensed person;
- Category 3 is ‘notifiable building work’ that does not require a building permit but is notifiable to a building surveyor and ‘notifiable plumbing work’ which is notifiable to the permit authority (Council). Prior to commencing notifiable building or plumbing work, a Certificate of Likely Compliance (CLC) must be sought from either the building surveyor for building work, or Council for plumbing work.
- Category 4 is ‘permit building work’ and ‘permit plumbing work’ where a council permit authority will be responsible for issuing both building and plumbing permits (as is the current practice).

This risk based legislation creates a major shift in process where there will be a significant reduction in both building and plumbing permit applications to Council. However, the impact will be more noticeable in the reduction of building applications. Information provided by the Director of Building Control indicates 'notifiable building work' will include engineered buildings such as sheds and garages as well as dwellings up to 150m² in size.

The process for plumbing work will be different to building work for Council, as it has been since the introduction of current Building Act 2000. Although there will be a significant reduction in the number of plumbing permit applications received, a person must provide a *Notice of Work* to the relevant permit authority prior to starting any work.

Plumbing work must be designed by a licensed designer and a design of proposed work is to accompany a *Notice of Work* along with any other specified document. Once satisfied the work is likely to comply with the Act a permit authority may issue the CLC. Currently, only a plumbing permit is issued, however under the proposed changes an additional CLC will also be required to be issued first. At this point it is unknown how many plumbing inspections will be required to be undertaken with notifiable plumbing work as the *Bill* introduces the concept that the Director of Building Control will produce guidelines for inspection of notifiable plumbing work. It is implied that a permit authority will inspect plumbing work once but this is not confirmed as the guidelines are not yet available.

Building and Plumbing Permits will be issued for work that is generally associated with commercial type work and notifiable work is more aligned with residential type buildings and plumbing work.

The potential impact on Council revenue with respect to the reduction in building permits being issued is detailed later in this report. In summary it is estimated there will be a 56% reduction in building permit application revenue under the current structure based on the number of applications taken for the 2014 and 2015 calendar years.

The impact on Council revenue with respect to the plumbing process to be undertaken has not been estimated, however any impact is likely to come from a reduction in the number of plumbing inspections able to be done and not from the drop in plumbing permits as the proposal requires a Certificate of Likely Compliance (CLC) to be issued by a permit authority. This is essentially a substitution of the current plumbing permit assessment process. In addition where work is categorised as 'permit plumbing work' a CLC will also be required to be produced. The inspection process for plumbing work is not clear as this will be dependent on the release of guidelines by the Director of Building Control.

Although the work in issuing building and plumbing permits will decrease, Council's compliance and enforcement obligations will most definitely increase.

Under the *Bill* the general manager and permit authority are still required to issue notices and orders for breaches of the legislation in relation to building and plumbing work. There is potential for revenue to be raised through this process but at this point a monetary value could not be attributed, currently a practice of charging double the application fees where illegal work has been done by a current owner is in place and it may only be a substitution of that practice.

The effects of this are still unknown at this time, however applying a cause and effect rationale (drop in inspection - rise in illegal work) there could be an increase in enforcement and compliance work, however, it is not known if one will balance the other out. It is most likely that even with a reduction in the number of applications that will require assessment; the same level of resources will be required to manage the increase in enforcement and compliance work.

In order to demonstrate the size of the proposed change, the current *Building Act 2000* is 126 pages long and in comparison the new *Building Bill 2015* is a 329 page document. This is attributed to the introduction of new sections and the expansion of other sections that are part of the current *Act*. Associated with the *Bill*, but not yet released (or produced) will be both Building and Plumbing Regulations. It is envisaged there will be a corresponding expansion of both and a commensurate level of responsibility in association with administering any new legislation.

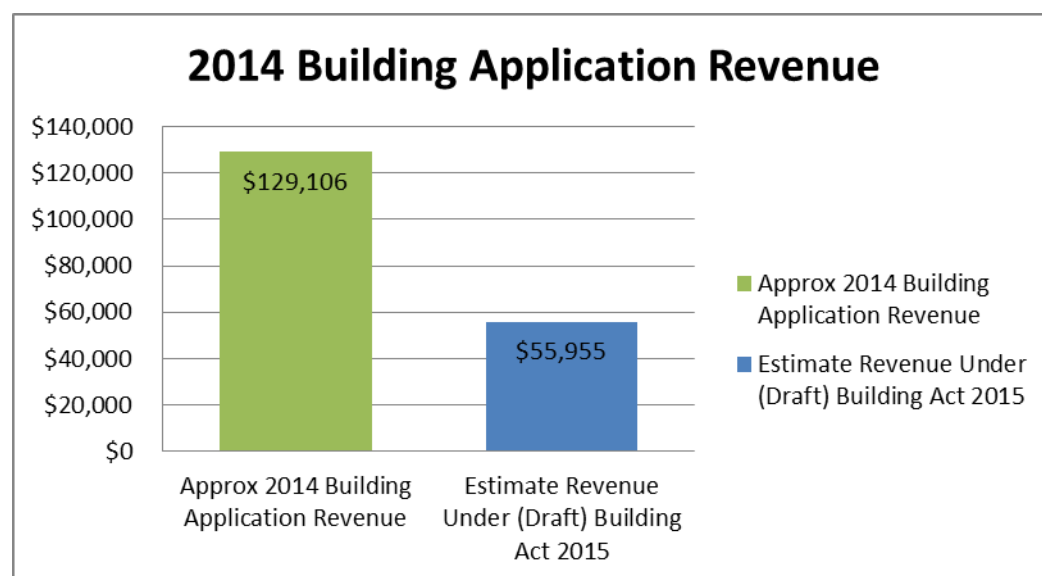
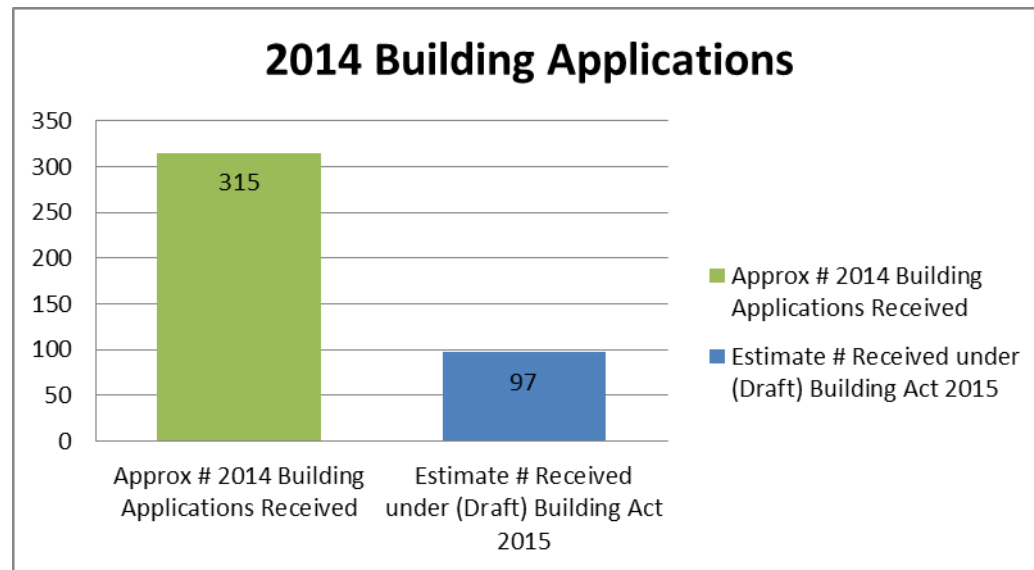
It is proposed the attached response will be submitted to the Director of Building Control to provide feedback on the draft determination, *Building Bill 2015* and *Occupational Licensing Amendment Act 2015*.

Consultations:

Coordinator Building & Plumbing (Andrew Askey)
Manager Environment & Development (Paul Garnsey)
Director City Services & Infrastructure (Emilio Reale)

Human Resource / Financial and Risk Management Implications:

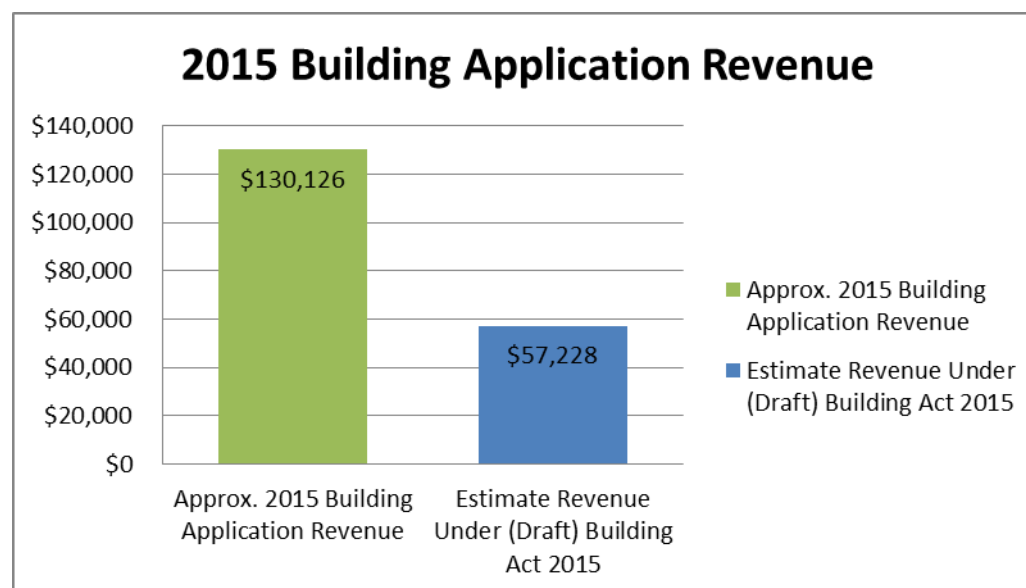
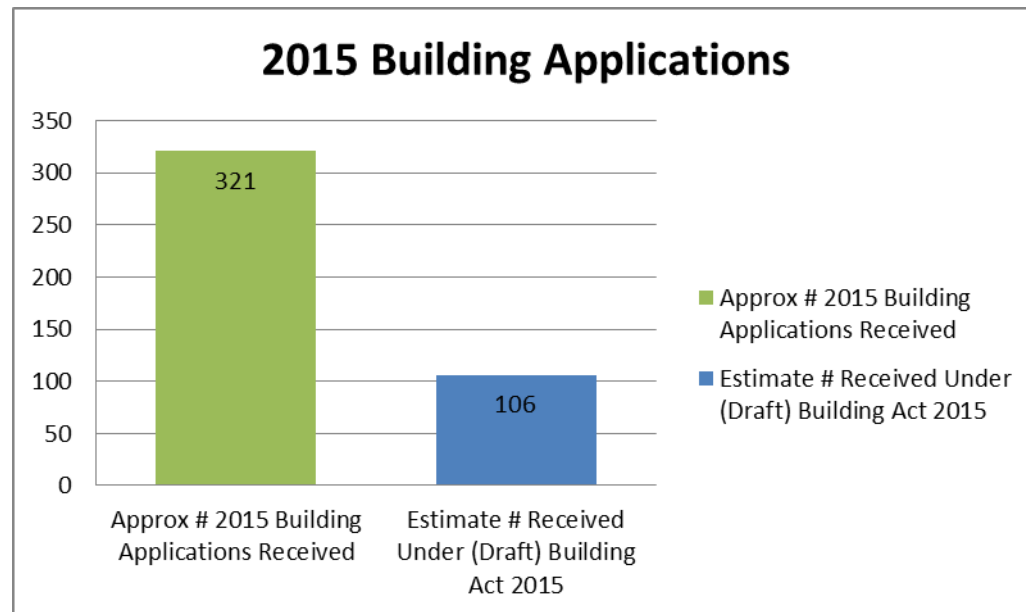
It is anticipated that the proposed changes will have a significant effect on the amount of building applications Council receives as well as the total building application revenue. Based on our current understanding of these (still draft) changes, the following information is provided as an estimate of the potential impact.



Summary (Based on 2014 Figures):

Building Application numbers could potentially drop by 69%

Building Application revenue could potentially drop by around 56%



Summary (Based on 2015 Figures):

Building Application numbers could potentially drop by 67%

Building Application revenue could potentially drop by around 56%

Current Year	nil
Next Year	reduction in revenue of approx. \$80k
Future Years	\$80k + CPI

It should be recognised that this is a preliminary estimate and does not take into account any potential drop in plumbing revenue. Based on the draft Directors Determination – Categories of plumbing work Council will not see a reduction in the number plumbing jobs that either need to be notified to Council (notifiable work) and Council produce a CLC and permit plumbing work where Council will need to be notified and issue a CLC and a plumbing permit. Therefore no significant revenue decrease is expected.

It is most likely that even with a reduction in the number of applications that will require assessment, the same level of resources will be required to manage the increase in enforcement and compliance work.

This does not include an opportunity for Council to raise application fees or introduce new fees. Nor does this take into consideration an inclusion in the *Bill* which will allow Regulations to set 'prescribed fee' amounts.

Community Consultation and Public Relations Implications:

The Department of Justice has consulted widely with a number of local governments, building practitioners and industry groups since the review began in 2014.

Separate Council community consultation is not required, however information sheets may be provided to developers working in the Glenorchy area.

Recommendation:

That:

- a) Council RECEIVES and NOTES the report on the comprehensive review of the Tasmanian Building Regulatory Framework.
- b) Council APPROVES the attached "GCC detailed response – Building Bill 2015" to be forwarded to the Department of Justice as the Council endorsed comments on the proposed draft *Building Bill 2015*.

Attachments/Annexures

- 1 GCC detailed response - Building Bill 2015

15. ACTIONS LIST - UPDATE REPORT

Author: General Manager (Peter Brooks)
Qualified Person: General Manager (Peter Brooks)
ECM File Reference: Actions Register - Council Meetings

Community Plan Reference:

Under the City of Glenorchy Community Plan 2015 – 2040, the Community has prioritised 'transparent and accountable government'.

Strategic or Annual Plan Reference:

Annual Plan Reference *4.2.4.03 Implement the Governance Strategy*.

Reporting Brief:

Actions List updated following 25 January 2016 Council meeting.

Proposal in Detail:

Council uses InfoCouncil software for the coordinating and drafting of Council, Committee and Glenorchy Planning Authority reports, agendas and minutes.

Following each Council meeting an action report is forwarded to a Council officer to action the adopted motions of Council. Management regularly accesses the software to ensure that Council motions are actioned.

The attached spreadsheet details of actions list.

Consultations:

Relevant Council officers

Human Resource / Financial and Risk Management Implications:

No cost

Community Consultation and Public Relations Implications:

Nil applicable

Recommendation:

That Council

1. NOTES the Actions Register, as updated following the 25 January 2016 Council meeting.

Attachments/Annexures

- 1 Actions List

16. NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE

16.1 QUESTION ON NOTICE 1 - ALDERMAN K. JOHNSTON

Author: General Manager (Peter Brooks)
Qualified Person: General Manager (Peter Brooks)
ECM File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Kristie Johnston submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

Communication Strategy:

Council has identified the strategic importance of developing a communication strategy. It is noted that Council's only Communication and Marketing Officer left the employment of Council in early October 2015 and the position has not been filled.

- What is the GM doing to develop and implement a communication strategy including internal, external, community consultation and social media that had a target date for completion of 31 December 2014?
- Why hasn't the position been filled?

Answer

Under section 63 of the Local Government Act 1993 it is the role of the General Manager to appoint the employees of the council. The employment and accordingly the appointment of any employee is based on a business case recommending the employment either for the implementation of strategy, or to conduct a specific project in order to provide services to the City of Glenorchy and its community.

The employment of the public relations officer has already been presented to the General Manager and it was recommended that this employment must be undertaken as a result of the Service Level Review and development of the Council's website.

The review of the current services will provide direction to management about what services we are currently providing to Council and its community in terms of public relations and what services we should be providing based on the benchmark assessment. This review process will assist Council to arm itself with the knowledge about the current communications and marketing and social media in the 21st century, and based on the review outcome Council will have a clear understanding about the requirements of the role and responsibilities of the position, and the skills sets the position will require.

Development of the Council's website from the IT point of view will assist in this process as well.

This position will play a significant role in the implementation of Council's Strategic Planning Framework, pride and image pillar.

In the meantime Council is using the services of an external and experienced media consultant.

Update on the progress about the Service Level Review and development of the website will be provided to Council at its Workshop on 29 February 2016.

16.2 QUESTION ON NOTICE 2 - ALDERMAN K. JOHNSTON

Author: General Manager (Peter Brooks)
Qualified Person: General Manager (Peter Brooks)
ECM File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Kristie Johnston submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

Economic Development:

Council's website describes an Economic Development Action Plan and provides information to potential investor that is in some instances approximately 6 years old. The Council's Strategic Plan states that we are "Open for Business".

- What priority has the GM given, and does he give to the development of an Economic Development Strategy for Glenorchy?
- When can the business community expect to be engaged in the process of developing the strategy?

Answer

Action 2.1.1 in the Annual Plan 2015-16 to 2018/19 adopted by Council in June 2015 states: *Develop an economic development strategy for Glenorchy*. This is identified as an action in the 2015/16 and 2016/17 financial year. It is anticipated that project planning would be undertaken in the remainder of 2015/16 and early 2016/17, with project delivery in the balance of 2016/17.

Engagement with the business community will be a critical part of the project and a communications plan will be reflected in the project plan, identifying the relevant stakeholders, engagement objectives and means of engagement.

In relation to web content, a project for the development of a new Council website is being progressed, with a project specification provided to web developers and three submissions received on 5/2/2016. This project will address the design, architecture and content of a new website and it is aimed to proceed with this project in the balance of 2015/16.

It is acknowledged that the economic development content on the current website is outdated. Work has been carried out to prepare new content and this will be a priority task for the new Co-ordinator City Strategy and Economic Development to complete upon their commencement in late February.

16.3 QUESTION ON NOTICE 3 - ALDERMAN K. JOHNSTON

Author: General Manager (Peter Brooks)
Qualified Person: General Manager (Peter Brooks)
ECM File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Kristie Johnston submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

Council's FTEs

In recent weeks there have been a number of employment positions advertised for Council.

- Can the GM please advise Council of the number of FTEs before the 2015 restructure?
- Can the GM please advise Council of the number of FTE's currently?
- Can the GM please advise Council of the target number of FTE's.

Answer

- **Can the GM please advise Council of the number of FTEs before the 2015 restructure?**
 - FTE at 31/1/2015 – 270.75
- **Can the GM please advise Council of the number of FTEs currently?**
 - FTE at 31/1/2016 – 254.07
- **Can the GM please advise Council of the target number of FTEs?**

This will be determined as a result of the Service Level Review

16.4 QUESTION ON NOTICE 4 - ALDERMAN K. JOHNSTON

Author: General Manager (Peter Brooks)
Qualified Person: General Manager (Peter Brooks)
ECM File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Kristie Johnston submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

Governance Strategy

The GM has regularly referred to the to the development of a "governance strategy" since 2013 and at the time advised Council that Ms Seva Iskandarli had been tasked with drafting the strategy.

- Why, after almost three years of the task being allocated, has Council not been presented with at least a draft strategy?
- When can Council expect the draft governance strategy to be presented for consideration?
- What consultation will Council undertake in the development of the strategy?

Answer

The development of the Governance Strategy is well under way and progressing successfully.

The Aldermen and the previous and the current Management have been and will be part of this process. A number of the pillars of the development of the Governance Strategy have already been actioned and in some cases have successfully been completed. The examples of the progress of the pillars are:

- 1) Successful review and approval of a new Animal Management By –Law 2014;
- 2) Successful review of Council's legal matters and centralisation of the legal matters Council is dealing with. The outcome of this is that Council currently has a co-ordinated legal service which provides timely, quality, cost effective and efficient services to Council;
- 3) Review of the Audit & Risk Committee functions from the legal and governance perspective in line with the *Local Government (Audit Panels) Order 2014*. Advised and assisted Council in the establishment of the Audit Panel and developed Council's Audit Panel Charter;

- 4) Development of Council's Procurement Strategy which provides timely, quality, cost effective and efficient services to Council is progressing successfully;
- 5) Successfully commenced the review of Council's Policies and a number of policies have been reviewed and updated, a register has been developed and process put in place to continue the review and to monitor the progress and review dates;
- 6) Successful development of the policy and process of Audio Recording of Council Meetings which will begin in the March meeting;
- 7) Successfully commenced the development and progression of Council's overarching Work Health & Safety Strategy;
- 8) Successful development of Council's Risk Register and of Council's Risk Management Strategy which has received a number of compliments from internal and external parties;
- 9) Introduction of workshops for Council staff such as compliance;
- 10) Successful completion of the Envisage Seminars for Council's employees and their partners in which more than 70 Council employees participated. Glenorchy City Council is championing this area among the other Councils and received very positive feedback from the organisation of this programme, Sageco;
- 11) Successful launch of Ethical Decisions at Work for Outdoor Workforce programme with the Integrity Commission in which a number of Councils and corporate organisations, Mayors, Deputy Mayors, CEOs and senior staff and Council staff participated. Council received very positive feedback from the Integrity Commission in piloting and launching this programme in Tasmania;
- 12) Commenced the review of Council's Delegations Register;
- 13) Development of the template for policy and procedures is progressing;
- 14) Review of the Environmental Health & Services By Law No. 1 of 2010 and Roads By Law No. 2 of 2002 is progressing.

The items in the list continues.

The development of the Governance Strategy is not one person's role but the role of the organisation and everybody in it. The Director of Corporate Governance & General Counsel is the driver of the Governance Strategy under the leadership of the General Manager. The hard and excellent work of previous management and current management and their staff in pushing this process and achieving the success is much appreciated and it could not be done without their support and help.

16.5 QUESTION ON NOTICE 1 - ALDERMAN J. DUNSBY

Author: General Manager (Peter Brooks)

Qualified Person: General Manager (Peter Brooks)

ECM File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Jan Dunsby submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

The Learn Strategy and committee

It has been mentioned a number of times recently, particularly by Ald Branch-Allen, about the excellent work that the Learn Committee is doing. Could the General Manager please provide Council with an update on the achievements of this committee and their work plan? Could you also clarify who is on this committee and how regularly it meets?

Answer

The LEARN Committee currently comprises:

Alderman Jenny-Branch	Glenorchy City Council
Dr Chrissie Berryman	General Manager Skills Tasmania
Lorise Clark	Partnership Development Officer Faculty of Arts University of Tasmania
Bobby Court	Guilford Young College
Judy Travers	General Manager Learning Services (South)
Fiona Vagg	Manager Glenorchy LINC
Colleen Reardon	Operations Manager TCCI
Kirsha Kaechele	MONA
Bill Linton	Dept Education Assistant General Manager – Learning Services (South)
Christy-lee Hunt	Division Manager – TasTAFE

Dr Lesley French	A/G General Manager, Workforce Development & Training Skills Tasmania
Trish Ziegler	A/G Executive Support Officer Workforce Development & Training Industry & Business Development
Imogen Fullagar	Skills Tasmania

The Glenorchy LEARN Terms of Reference specify that the committee is to meet 6 times per year. After a hiatus following the recent GCC management restructure, the committee has reformed and met in November and December 2015, with the 2016 schedule of meetings being developed at this time.

To date, the committee has an adopted strategy 2014 – 2017 to sit alongside the existing terms of reference.

In February 2015 an extensive workshop was held that outlined possible priorities for the first 12 months of the committee's operation.

The committee is now reforming and re-scoping its environmental context following the hiatus.

The G LEARN committee has planned meetings 11th February and 10th March 2016 to progress this work.

Finally, G LEARN objectives are being supported through networking by GCC Community Development programs and networks outlined in the Glenorchy Youth Policy and Plan and GCC Children and Families Strategy.

16.6 QUESTION ON NOTICE 2 - ALDERMAN J. DUNSBY

Author: General Manager (Peter Brooks)
Qualified Person: General Manager (Peter Brooks)
ECM File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Jan Dunsby submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

Audit Panel

Over the past few months I have made multiple requests the General Manager to provide me with copies of the Audit Panel agendas. This information has not been forthcoming. Given that all Aldermen are accountable to the community for financial and risk management of the Council why is it that all Aldermen do not have access to this information? When can I expect to receive it?

Answer

It is of paramount importance that the Audit Panel should be able to function independently and free of any interference in its deliberations from individuals outside relevant Council officers and Audit Panel members.

Whilst the legislation and Audit panel Charter are silent on the matter, the Local Government Audit Panel's Best Practice Guide covers in brief some important elements with respect to Audit Panel transparency and independence:

*Arguably the **most important facet** of an audit panel is its **independence and objectivity**. An audit panel will achieve some independence by having independent members external to council and its operations. It is also imperative that audit panel members **exhibit an independence of mind in their deliberations**.*

*Independent members **must be** free from any management, business or other relationships that could interfere or be perceived to interfere with their ability to act in the best interests of the council. It is important for audit panel members to not only be independent, but also to be perceived in that way. This also means that potential pecuniary or non-pecuniary interests are in the first instance avoided, or at the very least openly declared.*

With this in mind, Senior Management are of the view that the distribution of the Audit Panel Agenda to parties outside Council officers and Panel members is not in the best interests of maintaining the Panel's independence and objectivity.

Rightfully or wrongfully, distribution of Audit Panel agendas might be perceived as an avenue whereby a third-party could raise questions with respect to the content of report findings prior to the Panel's deliberations and hypothetically debate the same with the Independent Chair (or indeed any other Panel member). This could be perceived as negating the ability of the Panel's members to remain free of potential interference.

Notwithstanding, the Audit Panel are not a decision-making body (merely make recommendations for Council to decide) and there is ample scope at a closed Council meeting for Aldermen to satisfy themselves that the Panel are doing what they need to do. If circumstances dictate otherwise, it is then open for Council to substitute a recommended Panel resolution with one of their own. This should necessitate that, other than the Aldermen on the Panel, the remaining Aldermen should be in a position to cast a fresh unfettered decision.

In summary, Senior Management taking into account good governance principles aforementioned will continue to limit the distribution of the Audit Panel Agenda to relevant Council officers and Audit Panel members. It is also open to the Audit Panel in its review of its Charter to recommend an alternative position for Council consideration.

16.7 QUESTION ON NOTICE 4 - ALDERMAN J. DUNSBY

Author: General Manager (Peter Brooks)

Qualified Person: General Manager (Peter Brooks)

ECM File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Jan Dunsby submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:**Safety and security at Council meetings - evacuation and lock down policies and procedures**

At the meeting held on 3 August 2015, I raised my concerns about the safety of all persons present during any meeting of Council, i.e., Aldermen, staff and members of the public. These matters were also raised by me in a request to the General Manager for creation of an Alderman's Handbook early in 2015. Could I please request information on what policies and procedures are in place for the safety and security of all in any emergency situation?

Answer

Glenorchy City Council have dedicated Wardens for emergencies such as a fire or similar evacuation requirements, they are located across the organisation with nominated Chief Wardens and Area Wardens within Council Chambers. All wardens undergo training for this role.

An Emergency Evacuation procedure for Chambers is contained within Council's Emergency Evacuation Plan.

Council is currently reviewing its contractor and visitor sign in/out process with consideration for out of hours meetings to incorporate emergency procedures/evacuation procedure including disability egress in the event of an emergency. These revised procedures will undergo a further review in consultation with Tas Fire for final implementation.

Glenorchy City Council Chambers has firefighting equipment located at numerous points within the facility. All of this equipment is inspected by a service professional through a scheduled maintenance programme. In addition to this Chambers has recently undergone an upgrade in its fire detection units. Response times for any event that requires emergency services are carried out in a short time frame, due to the advancements in fire detection and notification processes.

16.8 QUESTION ON NOTICE 5 - ALDERMAN J. DUNSBY

Author: General Manager (Peter Brooks)
Qualified Person: General Manager (Peter Brooks)
ECM File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Jan Dunsby submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:**Improvement Plan**

I note that the most recent Improvement Plan provided to me as an Alderman was dated 17 December 2013. When can Council expect an update along with an updated version of the Improvement Plan?

Answer

The Improvement Plan was an artefact of the CT Management review in 2012/2013.

As reported to the Council meeting in June 2014 at the time of adoption of the Annual Plan 2014/15 to 2016/17, Improvement Plan items were integrated into the Annual Plan following intensive Management Team strategic workshops.

The intention of this integration was to incorporate improvement initiatives into the very heart of the organisation's corporate planning.

This remains the case with the current Annual Plan 2016/17 to 2019/20 incorporating some 36 line items relating to Improvement Plan initiatives.

The Annual Plan was approved by Council on 1 June 2015.

16.9 QUESTION ON NOTICE 6 - ALDERMAN J. DUNSBY

Author: General Manager (Peter Brooks)

Qualified Person: General Manager (Peter Brooks)

ECM File Reference: Question on Notice

Reporting Brief:

To consider a question on Question on Notice by Alderman Jan Dunsby submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:**CBD Revitalisation Committee**

During my short time on Council there have been multiple references to and matters passed on for consideration by the CBD Revitalisation Committee. Could Council please be updated on what projects are being developed by this group?

Answer

Among other things, the CBD Revitalisation Steering Committee has been occupied with four principal initiatives since its establishment:

1. The development of a draft CBD Strategic Framework. This work identifies a range of urban design principles for the Glenorchy centre and has been undertaken by Inspiring Place on behalf of Council. The principles from the draft CBD Strategic Framework have been influential in the development of a Specific Area Plan for the Glenorchy Activity Centre under the Glenorchy Interim Planning Scheme 2016, which seeks to improve urban design outcomes in the CBD.
2. Options generation and assessment for the \$500,000 Public Space Improvement Grant received from the State Government. Following Council workshop consideration on the subject, this was reported to Council at its meeting on 3rd August 2015, at which a proposal for a Children's Playground and Café proposal in front of the Council Chambers was selected after consideration of comprehensive business cases for both options. The proposal is currently on hold pending completion of the Accommodation Strategy. The Local Government Division has been formally advised of the current project status.

3. Advice and input to project preparation and planning for major CBD streetscape upgrade works to Main Road between Peltro and Terry Streets and Barry Street. This has included 3 dimensional modelling of the CBD, extensive traffic modelling on potential street configuration scenarios; and work towards an urban design consultancy to further the design. It is fully intended that these will be the subject of a future Council workshop. (The relevant Council officer has been on long service leave over past months).
4. Consideration and support for a proposal for a trial of urban detail materials and finishes associated with the proposed Integrated Care Centre which might be applied to the future Main Road streetscape redevelopment works.

16.10 QUESTION ON NOTICE 7 - ALDERMAN J. DUNSBY

Author: General Manager (Peter Brooks)
Qualified Person: General Manager (Peter Brooks)
ECM File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Jan Dunsby submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:**City Beautification**

How has the General Manager implemented the decision of Council from 16th February 2015 around city beautification?

Answer

The minutes of 16th February 2016 on this issue are:

1. That a further report be provided on city beautification options once the Community Plan and Strategic Plan has been adopted.

Council has adopted its new Community Plan and its new Strategic Planning Framework and staff are currently working on a new 10 year Strategic Plan – 2016-2026. The issue of City Beautification will also be discussed and debated as part of the service level review.

In the meantime the CBD Revitalisation Masterplan Committee is currently working on a draft new revised streetscape for mostly the area outside the Northgate shopping centre which will include reconstruction of the Main Road, landscaping and upgrade of facilities along the Main Road area. The southern end of the city's CBD is also being included as part of the draft CBD revitalisation and urban renewal strategy. This will ensure we have a consistent look and appeal in paving colours and patterns to match the new work that will be done further north to link the look and feel of the old and new. Maintenance of the CBD areas where the medium strip exists has also been made more regular in recent times; however there are WH&S implications in conducting median strip maintenance and higher costs.

A further report will be provided on city beautification options once the draft CBD Revitalisation strategy is completed.

16.11 QUESTION ON NOTICE 1 - ALDERMAN M. STEVENSON

Author: General Manager (Peter Brooks)
Qualified Person: General Manager (Peter Brooks)
ECM File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

In the January Council meeting a question on notice on Councils 'Unbudgeted 2.5% Salary Increase' was asked. In providing an answer, it appeared more clarification was needed; and that clarification was to be provided within the week of the meeting, as indicated by the Acting General Manager at the meeting. That clarification was not forthcoming, and a follow up question was asked in the workshop the following week on when we would be provided the clarification. Again, it was indicated that this would be provided in that week. This was not forthcoming either.

- Why was this clarification not provided as indicated?
- Why was council not informed that an answer would not be provided as the Acting General Manager has indicated, twice?
- What is that clarification?

Answer

The answer to the "Unbudgeted 2.5% Salary Increase" was provided to Council at its meeting on 25 January 2016 in response to the Question on Notice by Alderman Stevenson. Attached is a copy of the Agenda Item 17 of 25 January 2016 and marked as attachment A.

It is Council's process that after each Council Meeting Management includes in the Action List the resolutions of the Council for implementation, and clarification questions, or questions raised by Aldermen for follow up answers.

The Action List with Management's comments is then presented to Council at the next Council Meeting for its consideration and acknowledgement. Management will respond to some actionable items by email if the Council asked Management to respond to the question within a specified time, where it is reasonable, or Management gives a commitment that the answer will be provided within a specified timeframe.

In this case the Council put no timeframe, nor did the Management give any specific commitment about the timeframe for a response. However, a commitment was given that the clarification answer would be sent to Aldermen by email, and this was sent on 9 February 2016.

Attachments/Annexures

- 1** Attachment A - Alderman Stevenson

16.12 QUESTION ON NOTICE 2 - ALDERMAN M. STEVENSON

Author: General Manager (Peter Brooks)
Qualified Person: General Manager (Peter Brooks)
ECM File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

In the 9th June 2015 Council Meeting, Council moved the following motion:

- That a brief projects and major operational items summary be provided at each council meeting.

In the July Council meeting the brief was not provided to council and I asked for clarification on when it would be presented. The minutes of the meeting indicate the following response:

'The General Manager advised that management will be seeking further clarification from Council in relation to the content of the reporting required by Council.'

Subsequent to these meetings, I have asked no less than three times on when the report will be presented to council. In the January meeting we were provided commentary from the Acting General Manager that the report would be presented to council in the next workshop.

This did not occur.

- Why has it taken so long for this report to be completed?
- How many times since 9th June 2015 has the General Manager sought clarification on what content was required by council?
- When will Council be provided this as a regular report within council meetings as required under the council motion of the 9th June?

Answer

The Resolution of 9 June 2015 Council Meeting states:

STEVENSON/PEARCE

That a brief projects and major operational items summary be provided at each council meeting.

The motion was put.

FOR: Aldermen Pearce, Branch-Allen, Dunsby, Slade, Quick, Johnston, Lucas, King and Stevenson.

AGAINST: Alderman Nielsen.

The motion was CARRIED.

The decision of the Council is broad and vague because Council undertakes a number of major projects which include both strategic-related and operational projects.

Subsequent to the Council Resolution of 9 June 2015 Management sought clarification or direction from Council about what type of “major” projects the Council was referring to.

The Annual Plan which was adopted by Council on 1 June 2015 has more than 70 projects therein. The requested clarification is yet to be provided; nevertheless Management has sent an email to all Aldermen with the suggested projects to be discussed at the Workshop on 29 February 2016.

In relation to the date and time of the Workshop, there was no comment in the 25 January 2016 Meeting that this project update will be provided to Council “in the next Workshop”. On the contrary Council was advised that Management will be presenting this project update in late February Workshop after which the Officer’s Report will be presented to Council in its meeting on 15 March 2016 subject to the outcome of the 29 February 2016 Workshop.

16.13 QUESTION ON NOTICE 3 - ALDERMAN M. STEVENSON

Author: General Manager (Peter Brooks)

Qualified Person: General Manager (Peter Brooks)

ECM File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

Following the 2014 council elections, all committees were re-allocated in line with council policy. At this time a discussion occurred on the merit of some committees, and it was indicated a review of all committees would occur and be presented to council. It was also indicated that all committee minutes would be provided at each council meeting as an agenda item to ensure Alderman had the opportunity to review them.

- Other than committees themselves reviewing their terms of reference, what other review has occurred?
- Why hasn't the majority of committee's terms of reference documents been presented to council?
- When will the minutes of committee meetings be presented to council on an ongoing basis as indicated in 2014 by the General Manager?

Answer

It is the role of the Chairs of the Committees (Aldermen) to provide the confirmed minutes of the Committees to Management for inclusion in the Agenda for Council's acknowledgment and/or discussion.

It is the role of the Chairs to review the TORs or request the review of TORs of their respective Committees.

In the Council meetings it was discussed that Council has many Committees and there needs to be a holistic review of those Committees to decide whether Council wishes to have the current number of Committees it has.

This process could not be undertaken without having an approved Strategic Planning Framework. The purpose and functions of the Council Committees should be in line with Council's Strategic Planning Framework and Community Plan.

To achieve this goal Management has taken initiative to undertake an overall review of the Committees which has started from July 2015.

As an example of this review process Management had an individual or group meetings with the Chairs and Aldermanic members of the Committees in August and September 2015 where Aldermanic members have provided the overview and the purpose of the current committees they are involved in and their role and responsibilities on those Committees after the November 2014 and December 2014 Council Resolutions.

16.14 QUESTION ON NOTICE 6 - ALDERMAN M. STEVENSON

Author: General Manager (Peter Brooks)
Qualified Person: General Manager (Peter Brooks)
ECM File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

In the February 2015 Council Meeting, Council considered several items in relation to waste management. As part of considering these items council voted in the negative on the item:

‘Council does not approve a hard waste collection service due to additional costs to ratepayers and the accessibility inconveniences that will cause for footpath users and potential WHS challenges for workers.’

This seems to effectively approve a hard waste service.

In April we passed the following motion:

Council requests the Waste Management staff to further investigate the proposal provided by resource recovery collection and in the interim make available this information to GCC residents through promotional and media articles.

- What has occurred to progress this item since February 2015?
- How has Council provided information to GCC residents through promotional and media articles?

Answer

In the reading the motion it does appear that the motion was not carried, however this was not the intent of the resolution resulting from the debate. The spirit of the motion was not to provide the service at this point in time. In April 2015 a follow up report was put to Council the report had 2 parts to the recommendation:

- 1) Council does not support a hard waste collection service, mainly due to additional costs to ratepayers and the potential environmental and WH&S impacts associated with the collection.
2. Council requests the Waste Management staff to further investigate the proposal provided by resource recovery collection and in the interim make available this information to GCC residents through promotional and media articles.

Minutes of the April 2015 follow up report are as follows:

AMENDMENT

DUNSBY/STEVENSON

Council requests the Waste Management staff to further investigate the proposal provided by resource recovery collection and in the interim make available this information to GCC residents through promotional and media articles.

Following Council resolution in April 2015 regarding the proposal by Resource Work Cooperative (Hobart Tip Shop), Waste Services staff liaised with the service provider and it was decided to advertise the pickup service by the Resource Work Cooperative in the local Glenorchy gazette newspaper for a 3 month period.

The service advertisement was advertised for the 3 month period in the June, July and August 2015 Gazette.

In addition to the above service promotion – GCC/Waste Services staff also promoted the Garage Sale Trail which is a national event for waste reuse and selling. GCC received a certificate for marketing and promotion in Tasmania. **Attachment**

The Resource Work Cooperative also advertise the free community pick up service on their website and GCC waste Services Staff direct people enquiring about this service to the Resource Work Cooperative.

Attachments/Annexures

- 1** Garage Sale Trail Certificate 2015

16.15 QUESTION ON NOTICE 7 - ALDERMAN M. STEVENSON

Author: General Manager (Peter Brooks)
 Qualified Person: General Manager (Peter Brooks)
 ECM File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

Within the September 2015 meeting council endorsed the strategic planning framework, from which the Council's 10-year strategic plan was to be founded from. In the November meeting it is noted:

Alderman Stevenson Queried as to whether Council would be receiving an update on the Strategic Planning Framework and associated timelines before Christmas? General Manager: Stated that Council would be presented an updated progress report and associated timelines in the New Year.

- Why have we not been presented an update on the Strategic Plan and its development?
- When should be expect this plan to be completed for council review?

Answer

The status of work towards a 10 Year Strategic Plan 2016-2025 for Council is as follows:

STRATEGIC PLAN 2016 - 2025

Date	Event
19/1/2015	Council adopts City of Glenorchy Community Plan 2015 - 2025.
5 & 6/5/2015	Council Strategic Planning workshop facilitated by Greg Hudson. This workshop reviewed Council's strategic performance under the 2013-18 Interim Planning Scheme, reviewed the external opportunities and threats likely to face Council and took the first steps towards a strategic planning framework, including the confirmation of 5 community outcomes at the top strategic level and a first draft set of objective statements corresponding to each of these community outcomes.

1/9/2015	Management Team Strategic Plan Workshop facilitated by Greg Hudson. At this workshop, the new management team was briefed on the outcomes of the Council Strategic Planning workshop in May and identified suggestions for refinements to the language of some draft objectives.
14/9/2015	Council workshop on the Strategic Planning Framework, facilitated by Greg Hudson. At this workshop, the Aldermen were brief on the suggested refinements to the Strategic Planning Framework arising from the Management Team workshop on 1/9/2015.
13/10/2015	Management Team Strategic Planning Workshop facilitated by Greg Hudson. The Management Team developed a set of draft strategies based on the draft strategic planning framework.
21/10/2015	First draft Strategic Plan prepared by A/Manager City Strategy & Economic Development.
3/12/2015	Resignation of A/Manager City Strategy & Economic Development
14/12/2015	Council Strategic Planning Workshop cancelled owing to calling of Special Council meeting
15/1/2016	Interviews conducted for Co-ordinator City Strategy & Economic Development position
Next Steps	Reconvene cancelled Council Strategic Workshop from December 2015 upon commencement of new Co-ordinator City Strategy & Economic Development. (Aldermen were advised by email from General Manager on 5/2/2016 of a tentative date for the next workshop in relation to the Strategic Plan of 30/3/2016).

16.16 QUESTION ON NOTICE 8 - ALDERMAN M. STEVENSON

Author: General Manager (Peter Brooks)
Qualified Person: General Manager (Peter Brooks)
ECM File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

The General Manager's timeframes indicate that the Annual Plan has a process of having priorities confirmed in November.

- Did this occur?
- And if so, why was this not presented to Council for review/input?

Answer

For the past three years, Annual Plan preparation has been closely aligned to the preparation of the Council's budget.

Council Directors met on 15/12/2015 to prioritise budget business cases for 2016/17.

This prioritisation was based on:

- Linkage to the Strategic Risk Register;
- MSCW (Must- Should-Could- Won't) Analysis;
- Whether the matter related to an initiative identified in the Improvement Plan.

The prioritised budget business case set will be tested against the draft 2016/17 budget in late February, once input to the budget module from budget owners closes in mid-February and routine cross-checking is undertaken by Finance.

A first draft Annual Plan 2016/17 to 2019/20 has been prepared. As with the practice in previous years, this has involved a remapping of the 4 year action set to the new strategies in the draft Strategic Plan 2016-2025.

This first draft will then be tested by assessment of action status for the 2015/16 year and budget business cases for the 2016/17 year, before being presented to the Council workshop at the same time as the draft operational budget (scheduled for 26/4/2016).

16.17 QUESTION ON NOTICE 9 - ALDERMAN M. STEVENSON

Author: General Manager (Peter Brooks)
Qualified Person: General Manager (Peter Brooks)
ECM File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

Several times questions have been raised about the progress of the Common Services Agreement, and the fact that we are entitled to a quarterly report on cost saving. In the February Gazette there is an article which details the hours of shared service provision and the cost savings provide as a body.

- How has this been produced for the Gazette when we are still yet to be presented an update in Council?
- When should we expect an update on the Common Services Agreement, and exactly how GCC is involved and benefiting?

Answer

The minutes of Council meeting March 2015 are:

- a) That Council authorise the General Manager to sign the Common Services Agreement following finalisation by Council's Lawyer and engage in the new joint venture as outlined in the officer's report and in the agreement.
- b) Cost benefit analysis be provided after twelve months.

No questions have been raised by the Aldermen about the Common Services Agreement. On the contrary the General Manager provided information at Council meetings about the works Glenorchy is doing with the signatory Councils.

Council approved the signing of the Common Services Agreement in March 2015. Under the Agreement progress is reviewed by the member councils every 12 months. This review will be in April 2016 and accordingly it is expected that the progress report to Council will be provided in May 2016.

In relation to the article which appeared in the Gazette about Common Services, this article was published by Brighton Council and neither Management nor Council are in a position to answer the question in relation to another Council's article.

16.18 QUESTION ON NOTICE 10 - ALDERMAN M. STEVENSON

Author: General Manager (Peter Brooks)

Qualified Person: General Manager (Peter Brooks)

ECM File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

According to the General Manager's time lines, council was due to have a council workshop in December on the budget, and forward two years, for the operating budget. Further, Alderman were only recently asked for input into the Capital budget when this was scheduled for December.

- Why did we not hold the operating budget workshop in November?
- When will we expect this to occur?
- As the capital works input request was late, will this impact the development of the capital works budget, or had this been near completed without input from Council?

Answer

Budget Development is on track with expected time frames. As advised by the General Manager via email on 5th February 2016, 3 Council workshops with Alderman are planned as part of this process with the potential for an additional workshop if required.

1. 21/3/2016 (before GPA) Capital Budget
2. 30/3/2016 Operating Budget/LTFP Assumptions
3. 26/4/2016 Operating Budget/LTFP & Annual Plan

(An additional Council workshop is provided for on 16/5/2016 on the Operating Budget/LTFP & Annual Plan, if required).

The capital works budget is in draft until all bids are received and the budget is formally approved by Council. Now that 10 year asset management plans are completed for most of Councils asset groups it is a straight forward process to develop a draft capital works budget based on condition assessment/ratings.

If additional requests are made these items are assessed based on their ranking in the asset management plan and depending on available funds they may be included and another project with a lower rating may be excluded in that financial year. The budget has not been impacted in any way at this stage of the process.

16.19 QUESTION ON NOTICE 12 - ALDERMAN M. STEVENSON

Author: General Manager (Peter Brooks)

Qualified Person: General Manager (Peter Brooks)

ECM File Reference: Question on Notice

Reporting Brief:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

At the budget meeting in 2015, there were several cost saving, or revenue increase measures presented. These did not get passed by council, however were requested to be considered for the 2016 budget. Have they been incorporated into the planning for the 2016/17 budget?

- i. That the 2015/16 budget be adjusted to reflect a lower consultancy budget allocation; a reduction from \$380,000, to \$130,000; and,
- ii. That the 2015/16 budget be adjusted to reflect an increase in net revenue in sponsorship of facilities and events by \$100,000; and,
- iii. That the 2015/16 budget be adjusted to reflect an increase in net revenue in rental or hire of the old Moonah Arts Centre of \$20,000; and,
- iv. That the 2015/16 budget be adjusted to reflect an increase in net revenue of \$5,000 from shopping trolley impounding.

Answer

As noted within the question, the proposed budget adjustments were not passed by Council as adjustments for the 2015/16 budget. They therefore have no formal status. The 2016/17 budget is currently in development and as such all items are under consideration.

Nevertheless:

- i. A GM's Consultancy budget bid of \$350,000 is factored in at this stage. However, this is likely to be used to fund other operational bids, resulting in a lower Consultancy budget amount being included in the draft budget.
- ii. Sponsorships – The budget has not been increased across Council at this stage.
- iii. Rental of old MAC – The revenue budget has not increased at this stage. It is understood that short term usage arrangements are in place. Use of Council premises will be addressed as part of the Accommodation Strategy.

- iv. In January 2005 legal advice was sought to determine if Council could collect and impound stray shopping trollies or prosecute retailers for leaving shopping trollies abandoned in the street. The legal advice determined that such a scheme may be risky as the retailer is not the person who orders or controls the actions of the person who actually leaves the trolley on someone else's land as per the advice below.

To succeed it would be necessary to prove that the retailer is the person who orders or controls the actions of the person actually leaving the shopping trolley on somebody else's land. In our opinion, it would be too wide an interpretation of the words "order or control" to suggest that the retailer has responsibility for a shopper's actions in disposing of a shopping trolley. The retailer is likely to be successful in arguing that it has no influence over the person disposing of the trolley, and it is unable to direct, regulate, or command that person to take any action or to cease any action. That being the case, we believe that a prosecution under section 4 *Litter Act 1973* would be unlikely to succeed.

Whilst Council does have some other avenues where it can impound articles left on the road under the Local Government (Highways) Act 1982, impounding the trollies and charging for their release incurred costs for pick up, impounding and administration. Therefore another tact was decided where Council collected all stray shopping trollies from the streets of Glenorchy and they were impounded at the Landfill for a period of time until store managers contact Council asking for their release. The trollies are released after negotiation that the stores provided a regular pick up of the trollies every day. This was agreed and resulted in a company being engaged by the retailers to provide this service on a daily basis.

Coles now has trollies that have an automatic brake that is applied if the trolley is taken out of their carpark, which has had a positive effect on the reduction of abandoned shopping trollies in our streets. On this basis Council's budget has not been increased for \$5,000 revenue for shopping trolley impounding. However, Council has been able to reduce its expenditure from \$1,500 to \$340 for the pick up of stray shopping trollies.

16.20 QUESTION ON NOTICE 13 - ALDERMAN M. STEVENSON

Author: General Manager (Peter Brooks)
Qualified Person: General Manager (Peter Brooks)
ECM File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

The General Manager has on several occasions been asked to explain the process for planning council workshop agendas; and asked when council will be provided an indicative plan on upcoming council agenda items to allow Alderman to provide appropriately informed input into the workshop planning process. Clearly planning for council meetings is a fluid process, however without an understanding of what is coming up in council meetings it is difficult to have an appropriate conversation on what should be discussed in workshops. Why have alderman not been provided an indicative plan of future council meeting agenda items?

Answer

On 12 October 2015 the Aldermen had a workshop in which the Aldermen were presented with detailed information about:

- 1) the purpose of workshops;
- 2) what type of information is presented to Aldermen;
- 3) the content of the information; and
- 4) the timeframe for workshops.

It was discussed and agreed that the workshops were conducted:

- 1) to brief the Aldermen about the Agenda items that will be presented to Council in the coming or future Council Meetings to assist decision making; or
- 2) to brief the Aldermen about the matters only for their information, such as works in the Brooker Highway by State Government, or Metro.

The Aldermen were also asked at the 12 October 2015 Workshop for any suggestions or comments, and the comments were that they are satisfied with the outcome of the Workshop.

The process raised in the question on notice has been under way for some time, and Council were briefed about the possible future Agenda items in workshops. Examples of these are:

1. Emergency Management Workshop;
2. Review of Council's Policy;
3. Recording Council's Meetings;

The General Manager also forwards to Aldermen the dates, times and the topics to be discussed in the workshops. The latest email from the General Manager was sent on 5 February 2016.

In addition, the presentations from workshops are circulated to all Aldermen before the workshop if possible or after the workshop and placed in the electronic system, Docs on Tap, for their further information.

Accordingly, this process is already in place and works well. Any suggestions or comments from the Aldermen to improve the process are welcome.

As far as the Agenda for Council meetings is concerned, as the question correctly states, Agenda items are "fluid" depending on the circumstances at the time: it is not possible to foreshadow all Agenda items, but when items are known beforehand, such as the expected completion of a report to Council, they are advised when known and in some cases will be discussed in a workshop.

16.21 QUESTION ON NOTICE 14 - ALDERMAN M. STEVENSON

Author: General Manager (Peter Brooks)
Qualified Person: General Manager (Peter Brooks)
ECM File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

Why are the agenda and minutes documents not uploaded to the website of the meeting of the 14th December?

Answer

This question was raised previously and the answer to this question was circulated to all Aldermen by email on 26 January 2016.

Accordingly, Management does not understand the reason for this question being raised again.

Nevertheless, it is advised that Regulation 9(1) of the Local Government (Meeting Procedures) Regulations 2015 specifically states that:

"As far as practicable, the general manager is to make available for inspection by members of the public a copy of the agenda of a meeting and any associated reports and documents, other than an extract relating to any matter referred to in regulation 15(2)."

Accordingly, the Agenda for the 14 December 2015 Council Meeting and the confirmed Minutes were not published in Council's website, as required with Regulation 9(1) of the Local Government (Meeting Procedures) Regulations 2015. The Meeting was closed to the public under Regulation 15(2) (g), information of a personal and confidential nature.

16.22 QUESTION ON NOTICE 16 - ALDERMAN M. STEVENSON

Author: General Manager (Peter Brooks)
Qualified Person: General Manager (Peter Brooks)
ECM File Reference: Question on Notice

Question of Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

With the Report of the Auditor-General No. 6 of 2015-16, it is noted:

The use of credit cards by staff and elected members was generally regulated by Internal policies. Those policies required all credit card transactions be authorised by a person independent from the cardholder. Generally, purchases made by the Mayor are authorised by the General Manager. Some councils required the Mayor to authorise purchases made by the General Manager. However, the Local Government Act 1993 does not allow for a person who is not an employee of council to authorise expenses. It is therefore necessary that a suitably senior employee authorises the General Manager's credit card transactions. In order to mitigate both the actual and perceived risks associated with credit cards and ensure probity, we recommended incorporating into credit card policies a requirement for credit card purchases made by the General Manager to be disclosed to and scrutinised by an appropriate committee (for example an audit panel) on a regular basis.

- How has the GCC process changed since this time, and how are the General Manager's Credit Card expenses reviewed?
- Has the Audit panel been provided with the General Manager's Credit Card expenses for review?
- If they have not, why not?

Answer

To ensure due probity, maintain appropriate confidentiality and in line with the Auditor General's report and advice, as a matter of practice the Director, Corporate Governance & General Counsel (a senior employee of Council as stated in the Auditor- General's Report) scrutinises and authorises the General Manager's credit card expenses on a monthly basis.

A report on the General Manager's approved credit card expenses is on the next Audit Panel's scheduled meeting on 24 February 2016 for appropriate oversight. The Audit Panel are yet to make a decision as to how often they will receive this report and this will be reflected in the Audit Panel's Annual Work Plan as required.

16.23 QUESTION ON NOTICE 17 - ALDERMAN M. STEVENSON

Author: General Manager (Peter Brooks)
Qualified Person: General Manager (Peter Brooks)
ECM File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

Council has witnessed change with a recent restructure aimed at assisting council achieving a break even financial position. It appears that salaries remain above budget.

- What was the council's FTE in February 2015?
- What is the councils current FTE?
- How many FTE remain committed to but unfilled?

Answer

- **What was the council's FTE in February 2015?**
 - FTE at 31/1/2015 – 270.75
- **What is the council's current FTE?**
 - FTE at 31/1/2016 – 254.07
- **How many FTE remain committed to, but unfilled?**
 - 16 as at 31 January 2016 with unfilled FTE component

16.24 QUESTION ON NOTICE 18 - ALDERMAN M. STEVENSON

Author: General Manager (Peter Brooks)
Qualified Person: General Manager (Peter Brooks)
ECM File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

Is the council on track to achieve break-even as planned?

Answer

The draft 2016/17 budget is currently being worked on and Council officers have been instructed that it is to deliver a draft break-even budget for 2016-2017 as a minimum result in accordance with the General Manager's KPIs.

CLOSED TO MEMBERS OF THE PUBLIC

17. APPLICATIONS FOR LEAVE OF ABSENCE

GOVERNANCE

18. TASWATER QUARTERLY REGIONAL BRIEFING TO THE OWNERS' REPRESENTATIVES

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2005 Section 15(2)(g). (Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential.)

19. ACTIONS LIST - UPDATE REPORT

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2005 Section 15(2)(g). (Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential.)

20. NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE (CLOSED)

20.1. QUESTION ON NOTICE 5 - ALDERMAN K. JOHNSTON

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2005 Section 15(2)(g). (Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential.)

20.2. QUESTION ON NOTICE 3 - ALDERMAN J. DUNSBY

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2005 Section 15(2)(c). (Commercial information of a confidential nature that, if disclosed, is likely to: prejudice the commercial position of the person who supplied it; confer a commercial advantage on a competitor of the Council; or reveal a trade secret.)

20.3. QUESTION ON NOTICE 4 - ALDERMAN M. STEVENSON

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2005 Section 15(2)(g). (Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential.)

20.4. QUESTION ON NOTICE 11 - ALDERMAN M. STEVENSON

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2005 Section 15(2)(i). (Matters relating to actual or possible litigation taken, or to be taken, by or involving the Council or an employee of the Council.)

20.5. QUESTION ON NOTICE 5 - ALDERMAN M. STEVENSON

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2005 Section 15(2)(d) (Contracts and tenders, for the supply and purchase of goods and services and their terms, conditions, approval and renewal.) and (2)(g) (Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential.)

20.6. QUESTION ON NOTICE 15 - ALDERMAN M. STEVENSON

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2005 Section 15(2)(d) (Contracts and tenders, for the supply and purchase of goods and services and their terms, conditions, approval and renewal.) and (2)(g) (Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential.)